Additional meeting materials

Meeting agenda:

Topic:	Discussing product range	
Date and Time:	April 24, 10:00 AM to 12:00 PM	
Location:	Conference room	
Objective:	Discuss the product range of the company	
Agenda item	**Person in charge**	**Duration**
Issues	Alex	15 mins
Solutions to discuss	Janice	30 mins
Action	Manish	45 mins
Any other business	Prajwal	30 mins